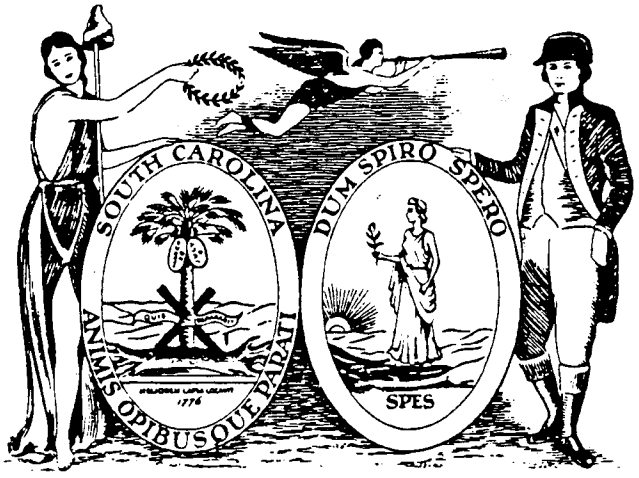
SOUTH CAROLINA MAINTENANCE FACILITY CERTIFICATION PROGRAM



STATE BUDGET AND CONTROL BOARD

DIVISION OF MOTOR VEHICLE MANAGEMENT

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INTRODUCTION

SOUTH CAROLINA MAINTENANCE FACILITY CERTIFICATION PROGRAM

I. AUTHORITY AND SCOPE.

The authority for the State Vehicle Maintenance Program is established by the Motor Vehicle Management Act (Sections 1-11-220 through 1-11-340 of the South Carolina Code Of Laws, 1976, as amended). Section 1-11-220 Specifically required the development of a comprehensive State Fleet Management Program addressing several areas, including Maintenance. Section 1-11-290 of the Act required the Board to promulgate rules and regulations governing the operation of state vehicle maintenance facilities.

In response to the general requirements of Section 1-11- 220 the Division developed a number of policies and procedures applicable to all state agencies that own or operate state vehicles. Many of these agencies do not operate a state vehicle maintenance facility. The Motor Vehicle Management Manual addresses the various vehicle management programs, with Chapter 18 addressing the vehicle maintenance program.

In June 1985, the General Assembly adopted Regulations 19-630 through 19-633 implementing Section 1-11-290 of the Act. On October 6, 1994 these regulations were adopted by the Budget and Control Board as Policy Directives Subarticle 2-1 through 2-4. The Policy Directives establishes requirements for:

1. A cost-effective vehicle maintenance program applicable to all State-owned maintenance facilities.

2. The State Fleet Manager to act as the agent for the Board for the implementation and administration of all policies and procedures relating to the State Vehicle Maintenance Program.

3. The development of this manual to provide procedures for ensuring that appropriate standards are met.

4. An annual review to ensure that each maintenance facility is in compliance with the program. A one year certification will be issued to those facilities found in compliance during the review process. Facility certification will be withdrawn and action taken by the Board as necessary, if a facility fails to meet program standards and requirements.

5. Agencies operating State vehicle maintenance facilities shall be responsible for complying with the criteria issued by State Fleet Management under the authority of the Motor Vehicle Management Act (MVMA) and Board Policy Directives

II. **PURPOSE.**

The initial program manual (South Carolina Automotive Maintenance Program) was published in October 1985. This manual supersedes the October 1985 manual.

This new manual, titled The **South Carolina Maintenance Facility Certification Program,** is designed to ensure that State maintenance facilities are operated in compliance with the Motor Vehicle Management Act. The program continues to recognize those facilities meeting the requirements of the Act. (see Chapter 2). The State Vehicle Maintenance Program and this program have resulted, and will continue to result in, monetary savings, while providing for a safe and productive working environment.

For the purpose of this program and all maintenance related programs, the term "vehicle" shall mean, any vehicle, self propelled or drawn by mechanical power, designed to be principally operated on the highway in the transportation of property or passengers and requiring registration and licensing in accordance with Article 3, Section 56-3-110 through 56-3-160 of the Code (see definitions).

The intent of this manual is to provide the policy, administrative procedures, technical information, and standards for administering and operating the State's vehicle maintenance facilities. The policies and procedures described in this manual are mandatory and are directed to the fleet managers and those personnel involved in the administration or operation of maintenance facilities.

This program includes provisions for:

1. Operating or establishing State vehicle maintenance facilities.
2. Annual certification reviews.
3. Diagnostic or special equipment needed to repair and service vehicles.
4. Purchasing of supplies and parts.
5. An effective inventory control system.
6. A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle.
7. Preventive maintenance programs for all types of vehicles.
8. Shop safety and disposal of waste products.

The administration of this program is the responsibility of the Budget and Control Board, Division of Motor Vehicle Management.

DEFINITIONS

The following definitions shall be used in conjunction with this program.

A. Agency - All officers, departments, boards, commissions, institutions, universities, colleges, and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.

B. **Board** - State Budget and Control Board.

C. **Council** - Motor Vehicle Management Council.

D. **Diagnostic Test or Service Equipment** - Tools or test equipment used to service, diagnose, test, or repair State vehicles.

E. **Division** - Division of Motor Vehicle Management.

F. **Equipment** - Apparatus, device, machine, or vehicle.

G. **Facility Certification** - A certificate issued by the Division to recognize facilities meeting the standards established by the South Carolina Vehicle Maintenance Facility Management and Certification Program.

E. **Director DMVM** - The Director of the Division of Motor Vehicle Management.

H. **Maintenance** - To perform repair, service, or upkeep to an item of equipment.

I. **Preventive Maintenance Service** - Service required by the manufacturer and this program, to include inspecting, adjusting, repairing or lubricating equipment at predetermined intervals.

J. **Program** - South Carolina Vehicle Maintenance Facility Management and Certification Program.

K. **Repair** - To renew, restore, or return to a safe and serviceable operating condition an item of equipment.

L. **Service Intervals** - The time or mileage intervals established through this program to perform preventive maintenance service.

M. **Service Order** - The form initiated when an item enters the shop for repair or service and used to record all parts and labor applied to the equipment. When the work is completed, the

labor and parts costs are totaled.

N. **Service Order Register** - A log listing all service orders in numerical order. Log entries shall include service order number, owning agency, license plate or identifying number, make, model, date of service order, date work completed, and costs for any parts, tires, and labor.

O. **State Vehicle Maintenance Facility** (SVMF) - A garage, building, or other facility where maintenance or repairs are performed on State vehicles, and which operates with the use of State funds, according to the authority granted by the State to all officers, departments, boards, commissions, divisions, institutions, universities, colleges and administrative units of State Government.

P. **Vehicle** - Any device, self-propelled or drawn by mechanical power, designed to be principally operated on highways in the transportation of property or passengers, except devices used exclusively upon stationary rails or tracks, and requiring registration and licensing in accordance with Article 3, Section 56-3-110 through 56-3-160 of the South Carolina Code of Laws.

Q. **Vehicle Appearance** - State vehicles should project a clean, neat and positive image for the state. Vehicles shall be washed and vacuumed as needed. Decals shall be replaced when they deteriorate to the point of becoming unrecognizable or unsightly. Vehicles should be otherwise maintained in a presentable condition to the best of the operators and agencies ability.

R. **Work Order** - Same as Service Order.

S. **Work Order Register** - Same as service order register.

CHAPTER 1

VEHICLE MAINTENANCE FACILITIES

I. MAINTENANCE FACILITIES.

A. CURRENT EXISTING FACILITIES.

All maintenance facilities which underwent the certification review procedure and received a satisfactory, unsatisfactory, or courtesy review in Fiscal Year 1991 -1992 are considered current existing facilities. These facilities do not have to obtain new facility approval as specified in II. A. below. All other facilities not receiving a certification review report during this period must comply with the new facility procedures specified below. Agency heads may relocate current existing facilities, although other maintenance alternatives must be considered if the new location would be within a reasonable distance to another state-owned maintenance facility.

II. ESTABLISHING NEW FACILITIES.

A. PROCEDURES.

Agencies wishing to establish a new vehicle maintenance facility shall first obtain approval from the Director DMVM. The New Facility Justification Form found in Appendix E shall be signed by the Agency Head and submitted at least 6 months in advance of any State vehicle being repaired or serviced at the new facility. The Division may waive the 6 months requirement if conditions for approval can be met sooner by the agency. The Division shall act on the request within forty-five days of receipt.

B. DISAPPROVALS.

Disapproval's may be appealed directly to the State Motor Vehicle Management Council. The Council is required to act on the request within forty-five days of receipt, and render a decision or finding within twenty days of the date the appeal is considered. If the agency desires, it may appeal the ruling of the Council to the Budget and Control Board within ten days of notification of the Council's final decision.

III. OPERATING PROCEDURES.

A. ALL FACILITIES.

All State vehicle maintenance facility supervisors must provide a copy of their operating procedures to the Division for approval. An approved copy will be returned

for agency records. Supervisors are required to submit their procedures when:

1. The facility does not have a copy of its procedures approved by the Division.

2. Procedures have not been submitted.

3. Approved procedures are amended. Supervisors of facilities with outdated procedures must submit their new written procedures for approval prior to the next certification review.

CHAPTER 2

CERTIFICATION

I. MAINTENANCE FACILITY CERTIFICATION REVIEWS.

A METHODS.

State vehicle maintenance facility certification is established as directed by Board regulation 19-633. State vehicle maintenance facilities (SVMF) shall be reviewed annually under the guidelines established by this program. The certification review will be conducted by one of the following methods:

1. On-site Reviews.

The Division shall conduct on-site reviews of SVMF no later than three years from the date of the last on-site review. The on-site certification reviews may be conducted when requested by agency management or when the Division determines there is a reason for a change in the certification method. Agencies selected for an on-site review will be notified at least fifteen days in advance so personnel responsible for the SVMF can be available to assist the review team. The on-site review should take no longer than one day, depending on the size of the particular facility.

2. Questionnaire Reviews.

During those years when on-site reviews are not conducted, the Division will monitor compliance through a written questionnaire. Questionnaires will be forwarded to agencies in the first quarter of each fiscal year and should be returned as required. The questionnaire may be completed by the facility supervisor. However, the agency head or designated representative must certify that the questions are answered correctly, and the facility continues to meet the requirements of the program.

B. CERTIFICATE OF COMPLIANCE WITH PROGRAM STANDARDS.

A certificate shall be issued to those facilities found in compliance with the program. If a facility fails to meet the requirements of the program, the facility will be re-scheduled for a follow up courtesy review within 180 days to ensure corrective action has been initiated. Another on-site certification review will be conducted within twelve months of the initial review. Those facilities twice failing to comply with provisions of the program will be reported to the Budget and Control Board and General Assembly for initiation of corrective action. The Division may recommend corrective action to include: Withdrawal of funds used in the repair or maintenance area, denial of new funds to purchase new vehicles or equipment, transfer of vehicles to another agency for maintenance, or other action deemed necessary and prudent.

C. **SMALL FACILITIES.**

Facilities supporting fewer than 20 vehicles will not normally receive approval for a maintenance facility in accordance with Chapter 1, unless extenuating circumstances exist. Those agencies owning fewer than 20 vehicles and wishing to open a new facility shall justify the need for a facility in accordance with Chapter 1 (II A). When one of these facilities receives tentative approval, an on-site review will be conducted during the first year. Facility management personnel shall demonstrate compliance with the procedures specified in this program before the facility will receive final approval.

Facilities approved for operation under this section will not normally undergo scheduled formal on-site certification reviews after the initial approval. These facilities will be monitored through the procedure described in I.A.2 above. Procedures established by this program shall be required, and the agency head shall certify their use annually.

The facility may be visited during the compliance reviews or at other times specified by the Division. Agencies are prohibited from arranging supported vehicle densities for the purpose of circumventing the intent of Maintenance Facility Certification.

CHAPTER 3

VEHICLE MAINTENANCE PROGRAM

I. GENERAL.

Maintenance is the care taken and work performed to keep vehicles and equipment in a safe and serviceable condition. The program outlined herein provides the necessary maintenance instructions required to keep vehicles in a safe and serviceable condition during their normal life expectancies. The instructions, procedures and forms referred to in this chapter are general and may be modified for various vehicles and agency needs.

II. OBJECTIVES.

The objective of the South Carolina Vehicle Maintenance Program is to provide for maximum cost-effective maintenance of State vehicles, while assuring the readiness of these vehicles to perform designated functions safely throughout their expected service life. This can be accomplished through adherence to the following procedures:

A. Applying manufacturers' warranty provisions by insuring warranty work is accomplished by the dealers while the vehicle is under warranty, at little or no cost to the State.

B. Maintaining vehicles in a safe and serviceable condition without over-maintenance.

C. Maintaining vehicles through a scheduled preventive maintenance program that involves checking and testing vehicles and their components at predetermined intervals. Intervals specified in this program shall be followed in normal circumstances, but agencies may establish additional maintenance procedures when necessary to meet the needs of the vehicle.

D. Using State-owned maintenance facilities (certified in accordance with Chapter 2 of this program) when reasonably available, and when the facilities have the capacity to render the desired support.

E. Ensuring vehicles are used for their intended purpose.

F. Insuring vehicles selected for special purposes are designed for the tasks to be performed.

G. Replacing vehicles at the designated periods or when extensive repairs are required.

III. **STANDARDS OF MAINTENANCE**.

A. Serviceability standards for State-owned vehicles provide for the inspection, service, repair and replacement of parts at predetermined intervals under the guidelines of this program. A fine line exists between performing the maintenance necessary to keep the vehicle in a safe and serviceable condition and over-maintaining it. While under-maintaining a vehicle may cost the State thousands of dollars, over-maintaining the vehicle can be more expensive. Agencies should utilize one of the following procedures to insure State vehicles receive proper repairs or service.

1. State-owned maintenance facilities, certified under the guidelines of the State Vehicle Maintenance Program, should be used when available and staffed to repair or service other agencies' vehicles.

2. The State's Commercial Repair Program operated by the Division of Motor Vehicle Management. The Division has established service agreements statewide with commercial vendors at pre- negotiated prices. This allows repairs and costs to be monitored and approved in advance.

3. A commercial maintenance facility selected by agency management personnel in accordance with the State Procurement Code. This method or option can be expensive unless technically qualified personnel are available to approve repairs.

B. Vehicles are considered to be in a safe and serviceable condition when their operation will not cause vehicle damage or create a safety hazard. The appearance of all state vehicles shall be maintained to acceptable standards (See Definitions). When a mechanical problem is found, a determination shall be made as to whether the vehicle can continue in service until the next scheduled service or if immediate corrective action is required. Safety hazards always require immediate correction. Mileage must be considered if the vehicle is under warranty.

IV. **TYPES OF MAINTENANCE**.

There are three basic classes of maintenance under this program. These classes are:

A. DAILY OPERATOR SERVICE OR CHECK.

The daily operator service or check is one of the most important parts of any preventive maintenance program. These checks are normally performed by the vehicle operator, although some checks may be performed by someone else. However, it is the operator's responsibility to insure these checks are accomplished. Problems found should be reported to the proper maintenance personnel or the agency's Transportation Coordinator. Operators who abuse state vehicles by failing to perform the operator

daily service or checks may be subject to penalties imposed by the agency. Proper operator service and checks includes:

1. **Exterior.** A visual check of the outside of the vehicle for body damage, glass damage, tire condition and inflation.

2. **Under the hood.** Check fluid and oil levels.

3. **Interior.** Check for proper operation of seat belts, starting system, fuel level, instruments, mirrors, etc.

4. **During operation.** Look for properly operating instruments, smell for any strange odors, listen for any unusual noises, and feel for any unusual vibrations.

B. SCHEDULED PREVENTIVE MAINTENANCE SERVICES.

Preventive maintenance services are performed on a time or mileage schedule. The service is designed to be preventive in nature, and includes an inspection of components and sub-assemblies. The manufacturers' recommendations in the operator handbooks should be used as a guideline for servicing, testing, and inspecting purposes. Different operating conditions, terrain, weather, and other factors must be considered when establishing proper maintenance intervals. Lubrication service, including changing of engine oil and filters, will normally be scheduled at the same time as the preventive maintenance service. When conditions warrant (i.e., severe use, dust, mud), lubrication intervals or preventive maintenance services must be adjusted to provide adequate protection to the vehicle.

C. UNSCHEDULED MAINTENANCE.

Unscheduled maintenance is the correction of faults that occur between scheduled services. This is usually disruptive to the mission and the least desirable type of maintenance. Efforts shall be made to prevent unscheduled repair. Emergency or unscheduled repairs will continue, but can be reduced through a quality preventive maintenance program.

V. **SCHEDULED MAINTENANCE INTERVALS**.

Agency managers shall establish a comprehensive, scheduled maintenance program using the manufacturers' recommendations as a guideline. Some manufacturers have extended lubrication or scheduled preventive maintenance intervals that would require different service intervals for different vehicles. Therefore, for uniformity purposes, service intervals may be established in accordance with the guidelines found in

Appendix G and H. Scheduled preventive maintenance services on passenger- carrying vehicles shall never exceed 12 months or 7,500 miles. For planning and scheduling purposes, a 10% variance in time or mileage is acceptable. For vehicles in heavy duty operation (police, taxi, delivery, dusty operations, or extended idling), the interval may need to be reduced so the vehicle will receive proper service (see Schedule A, Appendix H, Severe Service Intervals).

VI. **VEHICLE RECORDS**.

A. COST RECORDS.

State policy and procedures require agencies to maintain cost and history records on each vehicle they own. The cost records must show the total lifetime cost per mile, and further indicate the fixed cost **(depreciation and insurance),** Operation cost **(fuel/accident/vandalism)**, and maintenance cost **(parts, labor, tires, oil, etc)**.

B. REPAIR HISTORY FILE.

A repair history file is required for each vehicle and shall indicate all labor, parts, services, tires, etc. that have been applied to the vehicle for at least the last three fiscal years. This repair history file is in addition to the file required in Chapter 4, II, H, to be maintained by the maintenance support facility. For agencies owning their own maintenance facility, the file may be combined when filing procedures allow for all repair history files to be maintained by the maintenance facility.

CHAPTER 4

RECORDS AND INVENTORY CONTROL SYSTEM

I. GENERAL.

A Certain documentation is needed in order for a maintenance facility to meet the records requirements established by the Motor Vehicle Management Act. This shall include a uniform service order and record-keeping system assigning actual maintenance cost to each vehicle, and an effective inventory control system. When designing a system that will best meet the needs of the agency and the Act, several questions shall be answered:

1. Will the service order and records-keeping system assign actual maintenance cost to each vehicle? Cost and repair information shall include the costs of labor, parts, and tires, combined with information on all repairs required and actually performed.

2. Will the complete system provide an audit trail for all repair parts purchased?

3. Will the system generate needed information for any reasonably required reports?

4. Will the system provide a maintenance history on each vehicle, including assignment of cost?

B. The following system meets the requirements of the Act and will answer the above questions. The use of this system is encouraged.

II. SERVICE ORDER.

A. A service order (manual or computerized) shall be initiated on each vehicle entering a SVMF for repair or services (See Appendix A). To identify a vehicle, the following information shall be included.

1. Agency/department that owns/operates vehicle.
2. Vehicle make, model and year.
3. License number and agency number.
4. Vehicle serial number.
5. Current odometer reading.
6. Date in.
7. Telephone number and contact person.
8. Date out.

B. The needed repair complaint shall be taken from the operator and listed on the service order. The operator shall sign the service order in the block provided.

C. The service order shall be logged in on a Service Order Register (See Appendix B), unless other procedures are approved by the Division.

D. If the service order includes a pre-printed control number, this number shall be shown on the register. Agencies not using a pre-printed number shall assign a number, in sequence, to each service order and show this number on the service order register. Example: 00001, 00002, 00003, etc. or A0001 through A9999, B0001 through B9999

E. Parts required to repair or service the vehicle shall be issued and annotated in "Parts" (Appendix A, Section B). The quantity, part number, description and price are required. The initials column is for the repair technician receiving parts to verify that those parts were placed on that vehicle.

F. The repair technician shall complete requested repairs, as well as other repairs that are found to be needed. The repair function time authorized by The Flat Rate Time Guide should be used for the repair time. **When the time authorized by the Flat Rate Time Guide is not used, the actual repair time and the flat rate time shall be recorded for each operation shown.** The technician performing the repair shall enter his/her number or initial in the TECH column. The "work completed" block (Appendix A, Section C) shall be signed by the repair technician or by the final inspector.

G. The service order shall be totaled using the agency mechanical labor rate, and the operator or contact person notified that the vehicle is ready. The date shall be entered in the "date-out" block and the service order register shall be annotated to show the vehicle repair has been completed.

H. When the vehicle is picked-up, the operator shall sign the service order in the "picked-up" block and indicate date of pick-up. Distribution of the completed service order shall be determined by agency procedures, however, one copy shall be filed in the maintenance area for reference. A file on each vehicle, by license tag number or agency number, shall be maintained to serve as a maintenance history for the vehicle. If properly maintained, the maintenance history file will be an effective management tool indicating all previous work performed and repeat problems that may be encountered. In addition, it provides a simple audit trail from the service order to the stock records accounting system. The retention period for service orders is three years and they shall remain in the vehicle history file for this period. Service orders should remain in the vehicle history file until the vehicle is disposed of, unless other procedures for capturing costs exist.

III. **SERVICE ORDER REGISTER**.

A. The Service Order Register is used to log all service orders written and to record information from the service order (See Appendix B).

B. The Service Order Register shall contain, at a minimum, the information shown in

Appendix B, but may contain additional information as needed.

Note: The Service Order Register may be utilized as an excellent management tool. The hours expended, number of service orders written/closed, and parts, labor, and tire cost, can be totaled for any period of time. It also assists in defining audit trails and provides a log of all work processed through the maintenance facility.

IV. **PARTS ACCOUNTABILITY**.

A. Parts inventories are based on certain factors, i.e., demand, wear, seasonal items, or scheduled change items. The inventory shall be of sufficient quantity to support vehicles on hand, but shall not be excessive. (An example of excessive inventory would be reordering or stocking two sets of brake pads that will only fit one vehicle in the fleet.)

B. All parts received (excluding those in G. below) shall be accounted for in one of two ways:

1. Charged from the shipping invoice directly to the vehicle service order.

2. Posted to the stock record of the inventory control system and placed in stock.

C. For parts on a computerized inventory control system, the procedures shall be determined by the agency's data control system. The controls and parts procedures will be reviewed by DMVM during the on- site certification review. The computerized parts inventory shall indicate audit trails on all parts purchased.

D. For shops with a manual repair parts control system, a Stock Record Card (Appendix C) shall be used. The card shall be filed in a visible index file in alphabetical order or part number sequence (Alphabetical order is recommended).

E. A procedure shall be established that indicates where the part was placed when received. It shall show proper description (not brand name) of the part, and if the item was for shop stock, service order, supply item, or a tool. This information shall be kept with the vendor's invoice showing receipt (Appendix F).

F. The first time a part is placed in stock, the new card shall be annotated at the top to indicate "initial card". The heading shall be filled out listing the part number, part name, application, location, unit of issue and unit price. When a determination is made for stocking levels, a reorder point may be established. This inventory level shall be established by the Agency Head or designated representative. Inventory levels shall be kept to the minimum required based on lead time, availability, and cost for the part.

1. Posting stock record cards-**(Receipts)** . All posting shall be made in blue or black ink.

a. Date. Current date.

b. Document No. The delivery invoice number on which the part was received.

c. Received. The quantity shown on the delivery invoice.

d. Issued. Leave blank.

e. On Hand. Quantity received and initials of postee.

2. Posting stock record card-**(Issues)**. All issues shall be made in blue or black ink.

a. Date. Current date.

b. Document No. Service order number.

c. Received. Leave blank.

d. Issued. Quantity issued on service order.

e. On Hand. Quantity remaining on hand and initials of postee.

Note: If an incorrect part is issued and immediately returned to stock, the entry shall be lined out and initialed. Do not use "white-out" as this card is an accounting document. Dates, document numbers, receipts, issues, and balance shall be in blue or black ink. When a part is returned later and parts have been issued to other equipment, the work order number shall be used as the receiving document (same as F.1 above). On the service order, draw a single line through the part returned.

3. When all lines on the card have been filled, a new card shall be filled out transferring the information from the heading on the old card. The last completed card shall remain in the visible index under the new card.

The first entry on the new card shall be as follows: (Appendix D).

a. Date. Current date.

b. Document No . Balance

c. Received. Brought

d. Issued. Forward.

e. On Hand. . Quantity brought forward and postee's initials

G. Common supplies that are used at a varying rate, such as screws, nuts, bolts, cleaning rags, solvent, and bulk petroleum products, are not required to be placed under this system. The issue procedures required would be too cumbersome and not worth the effort required. If desired, the cost for these items may be shown on the service order at a nominal rate under shop supplies.

Example: Shop supplies $2.00.

V. **PARTS INVENTORIES**.

A. Repair parts shall be formally inventoried at least annually by a disinterested party appointed by the Agency Head or designated representative. A disinterested party is a person not assigned duty involving the issue or control of the items being inventoried. Agencies may establish more frequent inventories if deemed necessary. The disinterested party shall sign the inventory as being correct. The parts inventory record shall include the following (See Appendix I).

Part Number.	Assigned trace number.
Description.	Nomenclature (part name).
Record Quantity.	Quantity shown on records.
Actual Count	Inventory count.
Unit Cost.	Cost of each part.
Total Cost.	Unit cost x actual cost.

Total value of inventory._____

The inventory shall be reviewed and approved or discrepancies investigated by the appointing authority.

B. **The inventory count on the manual stock record card specified (IV F.) above shall be shown in red ink** (Appendix C). Recording inventories in red ink allows the demands to be counted quickly for adjustments to stocking levels.

CHAPTER 5

PURCHASING OF PARTS AND SUPPLIES

I. **GENERAL**.

A. The State Budget and Control Board, Division of General Services, Material(s) Management Office, is the central purchasing authority for the State of South Carolina. All purchasing of parts and supplies shall be in accordance with the South Carolina Consolidated Procurement Code, as well as the regulations, policies, and procedures approved or issued by the Board and the Division.

B. Central purchasing is defined as purchases made in accordance with the State Procurement Code and accomplished through compliance with all applicable policies and procedures established by the Material Management Office. The following procedures are all authorized methods that may be used by maintenance facilities to purchase parts or supplies.

1. After establishing an account with the South Carolina Department of Highways and Public Transportation (SCDHPT), some parts and supplies indicated in the SCDHPT Supply Depot Catalog may be purchased directly from its Supply Depot. For agencies in the Columbia area, parts and supplies may be ordered and picked up at the SCDHPT Supply Depot. For agencies outside the Columbia area, these parts and supplies may be delivered to the nearest SCDHPT Shop. Coordination must be made with the SCDHPT Shop where parts/supplies will be received. Delivery is made biweekly on a scheduled basis. The scheduled delivery date can be obtained by calling the nearest SCDHPT maintenance facility.

2. The Material(s) Management Office establishes contracts with different parts warehouses and vendors that offer a savings to the State. These contracts shall be utilized where most cost- effective. Some of these contracts are mandatory term contracts, and the maintenance supervisor should coordinate with agency purchasing directors to obtain a list of contracts.

3. Blanket purchase agreements should be established as a way to reduce the administrative cost in accomplishing small repetitive parts purchases (Regulation 19-445.2100 Small Purchases and Other Simplified Purchase Procedures). This eliminates the need for issuing individual purchase documents. The blanket purchase agreements shall be established by the agency purchasing authority. The use of blanket purchase agreements will not eliminate internal procedures that agencies have established to verify prices and obtain the lowest cost to the State.

4. In some areas, agencies with multiple maintenance facilities or repair functions have established their own warehouse. The agency procurement officer may contract or purchase fast-moving parts and supplies in accordance with the Procurement Code.

5. Agencies may use separate purchase orders to purchase parts and supplies in accordance with their approved internal purchasing procedures.

CHAPTER 6

EQUIPMENT

I. **GENERAL**.

A. Section 1-11-300, South Carolina Code of Laws, requires the Board to promulgate regulations regarding the purchase of motor vehicle equipment and supplies to ensure that agencies within a reasonable distance are not duplicating maintenance services or purchasing equipment that is not in the best interest of the State. Chapter 1 addresses the procedures for establishing State vehicle maintenance facilities. The purchase of equipment and supplies necessary to service state vehicles in approved facilities is left to the discretion of agency management personnel.

B. The following guidelines are issued:

1. Proper diagnostic, test and special equipment shall be available to support the work performed by the maintenance facility. The types of repair, service, component rebuild, or exchange shall dictate the equipment that is required. All tools and equipment needed to meet safety or environmental requirements shall be available and in proper working order.

2. Certain repairs or services require the use of special equipment that may not be available. When the necessary equipment is not available, the repairs or services shall be sublet to other state maintenance facilities or commercial sources which have the required special equipment. When Supported vehicle densities will justify the purchase of needed special equipment, and it is more cost effective, the purchase of this equipment shall be considered.

4. Shop supervisors shall insure that repair technicians are properly trained in the safe operation of their respective shop equipment, including diagnostic test equipment.

CHAPTER 7

PARTS REMOVAL

I. GENERAL.

Cannibalization and controlled substitution are two methods by which parts are removed from a vehicle. While neither are desired, some benefits may be gained under limited application of one or the other. Prior to parts removal, a determination should be made if regular repairs would be more cost-effective to the State. A vehicle in operating condition has a higher resale value than a vehicle that is inoperative.

II. CANNIBALIZATION.

Cannibalization is the removal of parts from a vehicle without replacement. An example of cannibalization is a vehicle "junk yard" operation.

III. CONTROLLED SUBSTITUTION.

Controlled substitution is the removal of a serviceable part from one vehicle to repair another vehicle, and the unserviceable part is tagged and placed back on the vehicle from which the serviceable part was removed.

Controlled substitution may be used on a limited basis where a part is on back order and another like vehicle comes in for a part that will have to be placed on back order. This requires double work and shall only be used in emergencies.

IV. POLICY GUIDANCE.

Agency heads shall ensure that written policies are developed which specify what action is required before parts removal takes place. At a minimum, the guidelines for this policy shall contain the following:

A. Vehicle Value.

Normally, the removal of parts will cause the net value of the vehicle to decrease. The value to the State for the recovered parts must exceed what the resale value of the vehicle would be if the parts were not removed.

B. Part Needs.

Is the part needed immediately or expected to be needed in the near future?

C. Accountability.

All parts removed should be accounted for and audit trails established. Serviceable parts should be preserved to guard against deterioration.

D. Level of Authority.

The agency shall determine the approving authority for parts removal.

E. Disposal.

Vehicles reduced to scrap must be removed from State accountability. Policy shall dictate the responsibility for removal.

CHAPTER 8

SHOP SAFETY

I. **SAFETY**.

A. Shop safety is not a statutory requirement for certification, but safety awareness and procedures will normally be checked during the certification review of the maintenance facility. Successful completion of a maintenance facility safety inspection during the past six months by a **safety professional** from the South Carolina Department of Labor or the agency concerned shall serve as evidence that proper safety is being practiced.

B. The South Carolina Occupational Safety and Health Standards for General Industry, which is available from the S. C. Department of Labor, shall be used as a guideline. The latest addition (at time of this manual), of the checklist for General Industry, prepared by the S. C. Department of Labor, Division of Education, Training and Consultation, is published in its entirety as Appendix I. The checklist, however, is only a guide, and compliance does not necessarily ensure full compliance with all OSHA standards. Please refer to the S. C. OSHA Standards for detailed regulations. Some areas referenced in the checklist may not apply to the maintenance facility, but may apply to other areas within the agency.

C. One area not covered in the checklist (Appendix I) is the servicing of multi-piece and single-piece rims (See OSHA regulation 1910.177). This regulation specifies the type employee training, restraining devices, barriers, and equipment necessary to service these rims. Current charts (rim manuals) containing instructions for the types of wheels being serviced shall be available in the service area. Reprints of the NHTSA charts are available through the Occupational Safety and Health Administration (OSHA) area offices. Single copies are available without charge.

D. Shop safety is not a part of the mandate establishing the maintenance program, but is an integral part of any maintenance procedure. Therefore, serious problems found during the on-site certification review will be indicated in the report.

CHAPTER 9

DISPOSAL

I. DISPOSAL METHODS.

Disposal of all surplus property shall be in accordance with Regulation 19-445-2150 and Section 11-35-4020 of the Code of Laws of South Carolina, unless other methods are authorized by provisions of law.

A. Surplus supplies and equipment shall be reported on a Turn-in Document (TID) within 90 days to the Supply and Surplus Property Management Officer (SPMO). Funds from the sale of surplus property, less expenses of the disposition, will be transferred into the State's General Fund unless the agency makes a written request to retain such funds for the purchase of like items.

B. On receipt of the Turn-in Document (TID), the SPMO will screen the property to determine whether it will be classified as surplus or "junk", as defined by regulation 19-445-2150.

C. Surplus property determined to be "junk" will be disposed of by the owning governmental body in accordance with Section 11-35-4020 of the Procurement Code (Also see subsection H of Regulation 19-445- 2150).

D. Surplus property not classified as junk will be scheduled for relocation to the SPMO, Boston Avenue, West Columbia, unless the SPMO approves for the property to be disposed at the agency's site. All costs associated with relocation of property will be borne by the SPMO, except for vehicles, boats, motors, heavy equipment, farm equipment, airplanes, and other large items with an acquisition cost in excess of $5,000.

E. When property is officially received by the SPMO, title will pass to the Division of General Services and property shall be deleted from the agency's records. The SPMO will carry sufficient insurance to ensure assets are safeguarded against loss.

II SCRAP METAL, USED TIRES, AIR CONDITIONING REFRIGRANT, USED MOTOR OIL, AND BATTERIES.

A. Scrap metal is generated at an unpredictable rate. It consists of old tail pipes, mufflers, rotors, brake drums and other unserviceable parts that are not capable of being rebuilt or returnable and is considered junk. All scrap (junk) is to be disposed of in accordance with Section 11-35-4020 of the South Carolina Code of Laws.

B. Used tires, batteries, air conditioning refrigerant, and motor oil are all items that can be recycled. These items shall be disposed of in accordance with State law and procedures established by the Material Management Officer or the regulating agency. These items must be disposed of in a manner that is environmentally safe. Trade-in is one method that may be used to dispose of old batteries and tires. Refrigerant may be captured with specialized equipment and recycled for reuse, but it must not be vented into the atmosphere.

APPENDICES

APPENDIX A STATE BUDGET AND CONTROL BOARD

DIVISION OF MOTOR VEHICLE MANAGEMENT

1022 SENATE STREET, COLUMBIA, SOUTH CAROLINA 29201

TELEPHONE (803) 737-1511

QTY	PART NUMBER	DESCRIPTION	PRICE	INIT.

B

TOTAL PARTS

SUBLET REPAIRS

PO/TICKET VENDOR

D

TOTAL OUTSIDE

SHOP SUPPLIES

TIRES

TOTAL TIRES

SYSTEM NUMBER	LEASED TO	CODE	LICENSE	ORDER NUMBER
OTHER AGENCY				

DATE / TIME IN	YEAR	MAKE	MODEL	MILEAGE
DATE / TIME OUT	SERIAL NUMBER		WRITTEN BY	
CONTACT	PHONE	NOTIFIED DATE	TIME	INITIALS

TECH	HOURS	REPAIR ORDER LABOR INSTRUCTIONS	AMOUNT

A

I AUTHORIZE THE ABOVE REPAIRS TO BE COMPLETED ALONG WITH THE NECESSARY MATERIALS. YOU WILL NOT BE HELD RESPONSIBLE FOR LOSS OF ARTICLES LEFT IN VEHICLE OR FOR DAMAGE OR LOSS BEYOND YOUR CONTROL

X

E

PICKED UP BY:

DATE TIME

THIS VEHICLE WAS REPAIRED AND INSPECTED BY:

X

C

TOTAL LABOR	
TOTAL PARTS	
OUTSIDE REPAIRS	
SHOP SUPPLIES	
TIRES	
TOTAL	

Repair Codes
1. Regular Service
2. Full Service
3. Breakdown
4. Emergency
5. General Repair
6. Evacuation
7. Accident

SERVICE ORDER REGISTER
Division of Motor Vehicle Management

Agency	Service Order No.	License Number	Make	Year	Date-In	Repair Code							Date-Out	Labor	Parts	Tires	Total	Remarks
						1	2	3	4	5	6	7						

(APPENDIX B)

(APPENDIX C)

Initial Card — STOCK RECORD — Sample

Date	Document No.	Received	Issued	On Hand	Date	Document No.	Received	Issued	On Hand
11-20-82	PO659561	6		6 BEP					
11-21-82	A10001			5 BEP					
11-23-82	A10030			4 BEP					
11-23-82	A10034			3 BEP					
12-1-83	A10106			2 BEP					
12-2-83	PO659575			6 BEP					
6-30-84	Inventory Balance			5 BB	Note:	Inventories are in Red Ink. Initials are those of the Disinterested Party.			

STOCK NO.	ITEM:	LOCATION	UNIT	UNIT PRICE	MIN. STOCK
34A5	Filter, Oil 1977 Pontiac 301 CID	A-1	EA	1.50 / 1.65	2

(APPENDIX D)

STOCK RECORD — Sample

Date	Document No.	Received	Issued	On Hand	Date	Document No.	Received	Issued	On Hand
12-16-82	Balance	Brought	Forward	3 BEP					
12-16-82	A10201		1	2 BEP					
12-17-82	PO 365959	2		4 BEP					
12-18-82	A10220		1	3 BEP					
7-1-83	Inventory Balance			3 GAL	Note:	Inventories are in RED Ink. Initials are those of the Disinterested Party.			

STOCK NO.	ITEM:	LOCATION	UNIT	UNIT PRICE	MIN. STOCK
34A8	Filter, Oil 1981 Chevette 1.6	A-2	EA	2.25 / 2.48	2

NEW MAINTENANCE FACILITY JUSTIFICATION FORM

Agencies desiring to establish a new maintenance facility to service or repair vehicles are required to obtain approval six months in advance as specified in Chapter 1 of the South Carolina Vehicle Maintenance Facility Management and Certification Program.

Agency _____ Date _____

Proposed Facility Location _____

The following information is required before receiving a favorable response.

Number of vehicles to be supported by this facility. _____

Number of other motorized equipment to be supported. _____

Number of other equipment to be supported. _____

Number of personnel to be assigned. _____

Number of automotive technicians required. _____

Number of bays in facility. _____

Number of vehicles lifts to be installed. _____

Will this Facility also be used to perform State Safety Inspections? Yes [ ] No [ ] Unknown [ ]

What state agency has the closest maintenance facility that supports vehicles? Name _____

What is the distance to this facility (nearest 1/2 Mile)? _____

Has the closest maintenance facility been contacted to obtain support for these vehicles? Yes [ ] No [ ]

Explain if the answer above is no._____
_____
_____
_____

Explain below why this facility is necessary. Show the estimated cost of operation of the proposed facility for the

first three years, and the estimated cost of other alternatives for this same period. If additional room is needed, please attach another sheet.

I certify that other alternatives have been considered and this is the best one for the agency and the State.

Signature_____
Agency Head

(APPENDIX F)

PARTS/SERVICES

Date 8-2-82 P. O. Number 00801

Vehicle Type 1980 Aspen Work Order Number See Below

Stock Parts / Supplies

Parts or Service Required Muffler & Tailpipe (Aspen)

4 ea 3" Clamps (Stock)

1 ea Tube Trim Glue (Supplies)

Actual Cost 32.65

Work Order Part ☒ Shop Supplies ☒

Shop Stock Part ☒ Tools/Equipment ☐

Check One or More

Price	Vendor	Bid
32.65	Standard Auto Concept	☒
39.72	Partso Minus	☐
49.86	Auto Parts Unc	☐
		☐

Remarks Note: If low bid not awarded, state reason. (Not in stock, delivery time exceeded 1 Day, ECJ)

Quantity	Part Numbers	on invoice and where part went
1 Muffler 1 Tailpipe	21939 45614	Work order 01708
4 Clamps	35408	Shop Stock
1 Glue	765-1230	Supplies

Receiving Invoice No. 68391

Received by Michael Goodwin

DMVM/M 01-24-92

SELECT SCHEDULE BASED ON HOW THE VEHICLE IS DRIVEN

SCHEDULE A

FOLLOW *SCHEDULE A* WHEN YOUR DRIVING HABITS FREQUENTLY INCLUDE ONE OR MORE OF THE FOLLOWING CONDITIONS.

- SHORT TRIPS OF LESS THAN 10 MILES WHEN OUTSIDE TEMPERATURE REMAINS BELOW FREEZING.
- STOP-AND-GO "RUSH HOUR" TRAFFIC DURING HOT WEATHER.
- TOWING A TRAILER, EXTENSIVE IDLING SUCH AS POLICE, TAXI, OR DOOR TO DOOR DELIVERY SERVICE.
- OPERATING IN SEVERE DUST CONDITIONS

SCHEDULE B

USE *SCHEDULE B* IF, GENERALLY YOU DRIVE YOUR VEHICLE ON A DAILY BASIS FOR OVER 10 MILES AND NONE OF THE CONDITIONS IN *SCHEDULE A* APPLY.

SCHEDULE A

SEVERE SERVICE

SCHEDULE MAINTENANCE SERVICES

ITEM TO BE SERVICED	WHEN TO SERVICE Miles or months whichever occurs first.
1. Engine oil & Oil Filter Change.	3 months 4000 miles
2. Chassis Lubrication.	Every other oil change
3. Inspect tires, wheels & rotate.	6 months 8000 miles
4. Inspect brake pads / shoes.	6 months 8000 miles
5. Safety inspection.	3 months 4000 miles
6. Inspect critical components.	3 months 4000 miles
7. Service emission controls.	Ever 30000 miles
8. Service air cleaner.	Check every service
9. Analyze engine performance.	Every 30000 miles or 36 months replace plugs, test starting & charging system.
10. Check starting/charging system	
11. Service cooling system.	30000 miles 36 months drain and refill.
12. Service automatic transmission	15000 to 20000 miles Change fluid & filter

SCHEDULE B

NORMAL SERVICE

SCHEDULE MAINTENANCE SERVICES

ITEM TO BE SERVICED	WHEN TO SERVICE Miles or months whichever occurs first.
1. Engine oil & Oil Filter Change.	6 months 7500 miles
2. Chassis Lubrication.	Every other oil change
3. Inspect tires, wheels & rotate.	12 months 15000 miles
4. Inspect brake pads / shoes.	12 months 15000 miles
5. Safety inspection.	6 months 7500 miles
6. Inspect critical components.	6 months 7500 miles
7. Service emission controls.	Every 30000 miles
8. Service air cleaner.	Check ever service
9. Annalize engine performance.	Every 30000 miles or 36 months replace plugs, test starting & charging system.
10. Check starting/charging system	
11. Service cooling system.	30000 miles 36 months drain and refill.
12. Service automatic transmission	50000 miles Change fluid & filter

(APPENDIX H)

(APPENDIX I)

Date: ____________
Page: ______ of: ______

PARTS INVENTORY RECORD

PART NUMBERS	PART DESCRIPTION	RECORD QTY.	ACTUAL COUNT	UNIT COST	TOTAL COST

Inventoried by:

Page Total $

OSHA
CHECKLIST
FOR
GENERAL INDUSTRY

Prepared by the
South Carolina
Department of Labor
Division of Education, Training
& Consultation

INTRODUCTION

The standards referred to herein include South Carolina's Safety and Health Standards for General Industry as adopted from 29 CFR (Code of Federal Regulations) Part 1910 under the authority of Section 41-15-210 South Carolina Code of Laws (1976) as amended.

Pursuant to this authority, the Commissioner of Labor has put into force and made public certain Occupational Safety and Health Standards which are identical to those enforced by the Secretary of Labor, United States Department of Labor. These standards are known as the Occupational Safety and Health Rules and Regulations of the State of South Carolina and have been republished as Article VI.

The Division of Education, Training and Consultation conducts safety and health training programs and seminars at plant sites throughout South Carolina at no cost to employers. Training materials such as this checklist, are used extensively in these programs. A list of programs, materials, and other training information is available upon request.

FOREWORD

This checklist has been compiled to help employers and employees comply with the Occupational Safety and Health Act. The questions which make up this list are based upon Article VI of the S.C. Rules and Regulations (Part 1910 of the Federal OSHA Standards) which contains standards for general industry. This checklist, however, is only a guide. Compliance with it does not necessarily assure full compliance with all OSHA standards. Please refer to the South Carolina OSHA standards for detailed regulations.

This checklist is designed in such a manner that a negative answer to any question indicates an area of safety concern. If by using this checklist you should determine that a problem exists, or if a question of concern should arise, please contact:

Division of Education, Training & Consultation
South Carolina Department of Labor
3600 Forest Drive
P.O. Box 11329
Columbia, South Carolina 29211

(803) 734-9599

Most Frequently Cited General Industry Standards

Standard	Subject	General Requirement
1910.1200(e)(i)	Hazard Communication	Provide written program covering required information
1910.1200(h)	Hazard Communication	Provide employee information and training
1910.1200(e)(i)(l)	Hazard Communication	Include list of hazardous chemicals in written program
1910.151(c)	Eye Wash and Shower	Facilities for quick drenching or flushing of eyes and body for those exposed to corrosive materials.
1910.1200(g)(1)	Hazard Communication	Obtain or develop a material safety data sheet for each hazardous chemical
1910.133(a)(1)	Eye & Face protection	Is required where there is a reasonable probability it will prevent injury
1.12A	General Duty Clause	Must furnish workplace free of recognized hazards which may cause death or serious injury
1910.215(b)(9)	Abrasive Wheel Machines	Adjustment of peripheral protecting member tongue
1910.304(f)(5)(v)(c)	Electrical Grounding	Refrigerators, air conditioners, freezers are to be grounded
1910.304(f)(4)	Electrical Grounding	Provide a permanent and continuous path to ground.
1910.215(a)(4)	Abrasive Wheel Machines	Maximum opening between wheel and work rest of one-eighth inch.
1910.219(e)(3)(i)	Power Transmission Belt	Guarding of vertical and inclined belts.
3.05	OSHA Form 200	Must post annual summary of form 200 for month of February
1910.22(d)(1)	Floor Loading Protection	Signs with load limits approved by building official on areas used for mercantile, business, industrial, or storage purposes.
1910.212(a)(1)	Machine Guarding	Protect operator and other employees
1910.23(c)(1)	Open-sided Floors	Open-sided floors or platforms shall be guarded
3.06	OSHA Form 200	Must retain records for 5 years.
3.02A	OSHA Form 200	Must maintain log & summary of occupational injuries & illnesses.
5.02A	Poster	Must post SCLD 5-SH informing employees of their protection and obligations at the work site.

OSHA CHECKLIST FOR GENERAL INDUSTRY

Office of Training and Education

An asterisk (*) indicates that the standard is one of the most frequently cited in general industry.

ADMINISTRATIVE REQUIREMENTS	YES	NO
1. S. C. OSHA Records		
(a) Are occupational injury and illness records current? **Subarticle 3, Sect. 3.02, SCRR**	____	____
(b) Are exposure records maintained on employees that have been exposed to toxic substances or harmful physical agents such as asbestos, lead, radiation? **1910.1001 (i) (1); 1910.20 (b) & (d)**	____	____
(c) Are required equipment inspection and modification records maintained such as maintenance and inspection records for power presses and cranes? **1910.217 (e); 1910.179 (j) (2) & (3)**	____	____
2. First Aid Requirements		
(a) Are physician-approved first-aid supplies on hand? **1910.151 (b)**	____	____
(b) Are these supplies replenished regularly? **1910.151 (b)**	____	____
(c) Is a certified first-aid attendant available during all hours of establishment occupancy? **1910.151 (b)**	____	____
*(d) Are facilities available for quick drenching or flushing of eyes and body where corrosive materials are used? **1910.151 (c)**	____	____

WALKING AND WORKING SURFACES		
*1. Are floors clean and dry? **1910.22 (a) (1) & (2)**	____	____
2. Are permanent aisles and passageways appropriately marked and kept clear? **1910.22 (b) (1) & 1910.176 (a)**	____	____
*3. Are load limit weights posted in the storage areas? **1910.22 (d) (1)**	____	____
4. Is adequate lighting proivded in all work areas? **(Not an OSHA Standard but a recommended practice)**	____	____
*5. Is every open-sided floor or platform 4 feet or more above adjacent floor or ground level guarded by a standard guardrail or the equivalent? **1910.23 (c) (1)**	____	____

		YES	NO
6.	Are all hatchway and floor openings guarded? 1910.23 (a) (3)		
7.	Are floor holes into which persons can accidentally walk guarded? 1910.23 (a) (8)		
*8.	Are covers or guardrails provided to prevent persons from falling into drainage ditches, open pits, vats, tanks, etc.? 1910.22 (c) or 1910.176 (g)		
9.	Are all fixed industrial stairways at least 22 inches wide? 1910.24 (d)		
10.	Are all fixed industrial stairways provided with a stair railing on all open sides? 1910.24 (h)		
11.	Are closed stairways provided with a railing on at least one side? 1910.23 (d) (1) (i) or 1910.24 (h)		
12.	Are all fixed stairways with a width in excess of 88 inches provided with a center stair railing? 1910.23 (d) (1) (v)		
13.	Is seven feet vertical clearance maintained above any stair tread? 1910.24 (i)		
14.	Are guardrails and toeboards provided on all open sides and ends of scaffolds more than 10 feet above the ground or floor? 1910.28 (a) (3)		
15.	Are scaffolds and their components capable of supporting without failure at least four times the maximum intended load? 1910.28 (a) (4)		
16.	Do all scaffold planks extend over their end supports not less than 6 inches nor more than 18 inches? 1910.28 (a) (13)		
17.	Are scaffolds properly braced so that the scaffold is always plumb, square and rigid? 1910.28 (d) (3)		
18.	Are broken, bent, excessively rusted, altered, or otherwise structurally damaged scaffold frames or accessories removed from service? 1910.28 (d) (13)		

EGRESS (OR EVACUATION)

1.	Is an emergency action plan required for your company to meet a particular OSHA standard? 1910.38 (a) (1) (Note: Appendix 1910.38)		

		YES	NO
2.	Where an emergency action plan is required, has an employee alarm system which complies with 1910.165 been established? 1910.38 (a) (3)		
3.	Where an emergency action plan is required has the employer reviewed the plan with each employee covered? 1910.38 (a) (5) (ii)		
4.	Are exits marked by a readily visible sign with letters at least 6 inches high and three fourths inches wide? 1910.37 (q) (1) & (q) (8)		
5.	Where exits are not readily visible are the accesses to the exits marked by readily visible signs? 1910.37 (q) (1) & (q) (5)		
6.	Are means of egress continually maintained free of all obstructions or impediments? 1910.37 (k) (2)		
7.	Are devices or alarms installed to restrict the improper use of an exit, designed and installed so that they cannot impede emergency use of such exit? 1910.37 (k) (3)		

FIRE PREVENTION AND PROTECTION

1.	Have procedures been established for sounding emergency alarms in the workplace? 1910.165 (b) (5)		
2.	Are portable fire extinguishers provided, mounted, located and identified so that they are readily accessible to employees? 1910.157 (c) (1)		
3.	Are fire extinguishers selected and distributed based on the classes of anticipated fires and the size and degree of hazard? 1910.157 (d) (1)		
4.	Where portable fire extinguishers are provided for employee use is an educational program to familierize employees with principals of use and hazards involved? 1910.157 (g) (1)		
5.	Are portable fire extinguishers hydrostatically tested as required? 1910.157 (f) (2)		
6.	Are portable fire extinguishers visually inspected monthly? 1910.157 (d) (2)		
7.	Are annual maintenance checks of portable fire extinguishers completed and records maintained of the date completed? 1910.157 (e) (3)		

		YES	NO
8.	If a fire brigade exists, has the employer prepared and maintained an organizational statement establishing the fire brigade? **1910.156 (b) (1)**		
9.	Are employees that are expected to do interior structural fire fighting physically capable of performing those duties? **1910.156 (b) (2)**		
10.	Are only pressure demand or other positive-pressure self-contained breathing apparatus worn by fire brigade members performing interior structural fire fighting? **1910.156 (f) (2) (i)**		
11.	When portable fire extinguishers are removed from service for maintenance or recharging is alternate equivalent protection provided? **1910.157 (e) (5)**		
12.	Are fixed extinguishing systems inspected annually to assure that the system is maintained in good operating condition? **1910.160 (a) (6)**		

HAZARDOUS MATERIALS

1.	Are compressed gas cylinders given a safety visual inspection? 1910.101 (a)		
2.	Are fire control devices located in areas where flammable liquids are stored or used? **1910.106 (d) (7) (i), (e) (5) & (g) (9)**		
3.	Are flammable and combustible liquids stored in tanks or closed containers? **1910.106 (e) (2) (ii)**		
4.	When transferring class 1 liquids, are the nozzle and container electrically interconnected? 1910.106 (e) (6) (ii)		
5.	Are vent pipes from underground storage tanks higher than the fill pipe opening and not less than 12 feet above adjacent ground level? **1910.106 (b) (3) (iv)**		
6.	Are power shut-off controls for fuel pumps remotely located, clearly identified, and readily accessible? **1910.106 (g) (3) (iii)**		
7.	Are signs posted to prohibit smoking in fueling areas or where flammable or combustible liquids are received? **1910.106 (g) (8)**		
8.	Are fuel pumps adequately protected from damage by collision? **1910.106 (g) (3) (ii) & (iv)**		

		YES	NO
9.	Are "No Smoking" signs conspicuously posted at all paint spraying areas and paint storage rooms? **1910.107 (g) (7)**		
10.	Is the quantity of flammable or combustible liquids in the vicinity of spraying operations kept to a minimum? **1910.107 (e) (2)**		
11.	Is bulk storage of flammable or combustible liquids in portable containers located in a separate building? **1910.107 (e) (2)**		
12.	Does all electrical wiring and equipment located in or near paint spraying areas comply with National Electrical Code provisions for hazardous locations? **1910.107 (c) (6)**		
13.	Spray finishing using flammable/combustible material. 1910.107		

PERSONAL PROTECTIVE EQUIPMENT

1.	Is protective clothing such as gloves, aprons and boots provided in areas where hazards warrant their use? **1910.132 (a)**		
2.	Is eye and/or face protection provided and used in areas where injuries may be prevented by the use of such protection? **1910.133 (a) (1)**		
3.	Are written standard operating procedures governing the selection and use of respirators established? **1910.134 (b) (1)**		
4.	Are respirators provided where necessary to protect the health of the employee? **1910.134 (a) (1) & 1910.111 (b) (10 (ii)**		
5.	Are personnel trained in the proper use of respirators? **1910.134 (b) (3)**		
6.	Are respirators stored in a convenient, clean and sanitary location? **1910.134 (b) (6)**		
7.	Are respirators that are provided for emergency use such as self-contained devices thoroughly inspected at least once a month and after each use? **1910.134 (b) (7)**		
8.	Are records kept of inspection dates and findings for respirators maintained for emergency use? **1910.134 (f) (2) (iv)**		

	YES	NO
9. Are employees assigned to positions that require or may require use of respirators warned against having beards or sideburns, wearing glasses, or having facial conditions that may prevent a good face seal? **1910.134 (e) (5) (i)**		
10. Are respirator users briefed on cleaning procedures and respirators cleaned and disinfected frequently? **1910.134 (f) (3)**		

OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL

Ventilation

1. Does the ventilation system adequately remove toxic dust, vapors, and gases from the working environment? **1910.1000 series pertaining to air contaminants.**		
2. Is the supply of fresh air adequate in spray booths and open surface tanks? **1910.94 (c) (7) & 1910.94 (d) (8) (iii)**		
3. Are suitable hoods or enclosures provided to remove dust from dry grinding, polishing, and/or buffing operations with connections to acceptable exhaust systems? **1910.94 (b) (3) (i)**		
4. Do the exhaust systems satisfactorily prevent contaminants from entering the breathing zone at all times when dry grinding, polishing, or buffing operations are being conducted? **1910.94 (b) (4)**		
5. Are organic vapors (paint solvents, cleaning fluids, ink solvents, glue, etc.) released into the atmosphere in quantities below the limit values set forth in 1910.1000 Table Z-1 and Z-2? **1910.1000**		
6. In laboratory areas, are there sufficient control velocities in hoods to prevent contaminants from entering the breathing zone in quantities in excess of Table Z-1, Z-2, or Z-3? **1910.1000**		
7. Are exhaust systems installed to prevent carbon monoxide from entering the atmosphere in shops where work is being done in internal combustion engines? **1910.1000**		

Noise

1. Are feasible engineering and/or administrative controls utilized to keep noise exposures within allowable limits of table G-16? **1910.95 (b) (1)**		

		YES	NO
2.	Where sound levels exceed an 8-hour exposure of 85 decibels, is a continuing effective hearing conservation program administered? **1910.95 (c)**		
3.	Are personal protective devices provided and used in work areas where noise is excessive? **1910.95 (m)**		

GENERAL ENVIRONMENTAL CONTROLS

1.	Are waste containers emptied regularly? Do they have tight fitting covers where needed? **1910.141 (a) (4) (i) (ii)**		
2.	Is the area free of rodents, insects, and vermin? **1910.141 (a) (5)**		
3.	Are nonpotable (undrinkable) water sources marked as such? **1910.141 (b) (2) (i)**		
4.	Are toilet facilities accessible and do they contain an adequate number of toilets? **1910.141 (c) (1) (i)**		
5.	Is eating prohibited in toilet rooms and areas exposed to a toxic material? **1910.141 (g) (2)**		

MATERIALS HANDLING AND STORAGE

1.	Are aisles and passageways in good repair, kept clear and properly marked? **1910.176 (a) & 1910.22 (b) (2)**		
2.	Are materials securely stacked when stored? **1910.176 (b)**		
3.	Is good housekeeping maintained in storage areas? **1910.176 (c)**		
4.	Are all forklifts and other powered industrial trucks removed from service when not in safe operating condition? **1910.178 (q) (1)**		
** 5.	Are only trained and authorized drivers permitted to operate powered industrial trucks? **1910.176 (l)**		
6.	Are unauthorized personnel prohibited from riding on powered industrial trucks or only allowed when provided a safe place to ride? **1910.178 (m) (3)**		
	** Servicing multi-piece and single piece rim wheels. 1910.177		

		YES	NO
7.	Each day before being used are slings and all fastenings and attachments inspected for damage or defects by a competent person? 1910.184 (d)		
8.	Are records made and maintained of the most recent month in which alloy steel chain slings were thoroughly inspected? 1910.184 (e) (3) (ii)		
9.	Are wire rope slings removed from service that are kinked, crushed, bird caged or otherwise damaged resulting in distortion of the wire rope structure? 1910.184 (f) (5) (iii)		
10.	Is the use of knots, bolts or other makeshift devices to shorten slings prohibited? 1910.184 (c) (2)		

MACHINERY, MACHINE, AND POWER TRANSMISSION GUARDING

*1.	Where employees are exposed, is one or more methods of machine guarding provided to protect them from hazards of ingoing nip points, rotating parts, flying chips and sparks? 1910.212 (a) (1)		
*2.	Is the point of operation of machines whose point of operation exposes an employee to injury properly guarded? 1910.212 (a) (3) (ii)		
*3.	Are grinding wheels properly guarded? 1910.215 (a) (2) & (4) or 1910.215 (b) (9)		
*4.	Are tool rests on grinders properly set? 1910.215 (a) (4)		
5.	Where employees are exposed, are flywheels located within seven feet of floor level properly guarded? 1910.219 (b) (1)		
6.	Where employees are exposed, are pulleys located within seven feet of floor level properly guarded? 1910.219 (d) (1)		
7.	Where employees are exposed, are horizontal and vertical belt drives located within seven feet of floor level properly guarded? 1910.219 (e) (1) (i) & 1910.219 (e) (3) (i)		
8.	Where employees are exposed, are sprocket wheels and chains located within seven feet of floor level properly guarded? 1910.219 (f) (3)		
9.	Are all gears properly guarded? 1910.219 (f) (1)		

		YES	NO
10.	Do table saws have proper hood-type guards with spreaders and dogs intact? **1910. 213 (s) (1) & (2) & (3)**		
11.	Are all portions of bandsaw blades enclosed or guarded, except for that portion between the bottom of guide rolls and the table? **1910.213 (i) (1)**		
12.	Do jointers have guards in place and operable? **1910.213 (j) (3)**		
13.	Do self-feed rip saws have anti-kick back fingers? **1910.213 (f) (2)**		
14.	Is all vertical and/or horizontal shafting guarded? **1910.219 (c) (3)**		
15.	Are all motor couplings, key ways, and set screws guarded? **1910.219 (h) (1) & 1910.219 (i) (2)**		
16.	Is all woodworking machinery prevented from automatically restarting following a power failure? **1910.213 (b) (3)**		
17.	Do radial saws have hood and adjustable lower guard in place? **1910.213 (h) (1)**		
18.	Can the main power disconnect switch on power presses be locked in the "off" position? **1910.217 (b) (8) (i)**		
19.	Is the motor start button on power presses protected against accidental contact (recessed)? **1910.217 (b) (8) (ii)**		
20.	Is activation of the motor start button required to restart power presses after power or voltage loss? **1910.217 (b) (8) (iii)**		
21.	Is a written die setting procedure available for all presses? **1910.217 (d) (9) (i)**		
22.	Are spring loaded turnover bars used where presses are designed to accept them? **1910.217 (d) (9) (ii)**		
23.	Are safety blocks used when dies in the press are repaired or adjusted? **1910.217 (d) (9) (iv)**		
24.	Is lubrication of dies or material in the press accomplished without reaching into the die area? **1910.217 (d) (9) (v)**		
25.	Are all fan blades guarded with guard openings of ½ inch or less? **1910.212 (a) (5)**		

	YES	NO

PORTABLE POWER TOOLS

1. Are all portable power tools properly grounded?
   1910.243 (a) (5) ____ ____

2. Do air cleaning nozzles emit not more than 30 psi pressure?
   1910.242 (b) ____ ____

3. Are portable power tools equipped with appropriate guards?
   1910.243 (a) (1) (i) ____ ____

4. Are portable grinders completely and adequately guarded?
   1910.243 (c) ____ ____

WELDING, CUTTING AND BRAZING

1. Are compressed gas cylinders legibly marked for their gas contents?
   1910.151 (a) (2) (i) (b) ____ ____

2. Are cylinders located where they will not be knocked over, damaged or subject to tampering?
   1910.252 (a) (2) (ii) (b) ____ ____

3. Are oxygen cylinders separated from fuel-gas cylinders or combustible materials by at least 20 feet or by a noncombustible barrier at least five (5) feet high having one-half hour fire resistance?
   1910.252 (a) (2) (iv) (c) ____ ____

4. Are valve protection caps installed on those cylinders designed to accept them when the cylinders are not in use?
   1910.252 (a) (2) (ii) (d) ____ ____

5. Are acetylene cylinder valves opened no more than one and one-half turn of the spindle when being used?
   1910.252 (a) (2) (v) (c) (11) ____ ____

6. Are cylinder valves closed when work is finished?
   1910.252 (a) (2) (v) (b) (7) ____ ____

7. Are adequate welding booths, shields, or curtains supplied?
   1910.252 (c) (2) (v) ____ ____

8. Are adequate personal protective devices and clothing provided to safeguard persons in the area where the welding operation is taking place?
   1910.252 (a) (3) (i) ____ ____

9. Are the manufacturer's operating rules and instructions for welding equipment strictly followed?
   1910.252 (b) (4) (vi) ____ ____

10. Are periodic inspections of resistance welding equipment made by qualified personnel and records of the same maintained?
    1910.252 (c) (6) ____ ____

		YES	NO
11.	Are welding cables with splices within 10 feet of the holder prohibited from use? 1910.252 (b) (4) (viii)		
12.	Are arc welders disconnected at the end of the operation? 1910.252 (a) (4) (v)		
13.	Is proper ventilation provided in the welding area? 1910.252 (f) (1) (iv)		
14.	Is first-aid equipment available at all times during welding operation? 1910.252 (f) (13)		
15.	Are used drums, barrels, tanks or other containers thoroughly cleaned, so that all flammable materials or materials which when subjected to heat may produce flammable or toxic vapors are not present before welding, cutting or other hot work is performed? 1910.252 (d) (3) (i)		
16.	Are confined spaces adequately ventilated to prevent the accumulation of toxic materials or oxygen deficiencies during welding or cutting operations? 1910.252 (f) (4) (i)		

SPECIAL INDUSTRIES

1.	Before any maintenance, inspection, cleaning, adjusting or servicing of equipment that requires entrance into or close contact with the machinery or equipment, is the main power disconnect switch or valve controlling its source of power locked out? 1910.261 (b) (4)		
2.	Are lifelines and safety harnesses used by persons entering closed vessels, tanks, chip bins and similar equipment? 1910.261 (b) (5)		
3.	On operations where injury to the operator may occur if motors were to restart after power failure, are provisions made to prevent automatic restarting upon restoration of power? 1910.262 (c) (1)		
4.	Are all pipes carrying steam or hot water for processing or servicing machinery covered with insulating material or otherwise guarded where exposed to contact? 1910.262 (c) (9) & 1910.263 (c) (6)		
5.	Are all guards and other safety devices including starting and stopping devices properly maintained? 1910.262 (c) (5)		
6.	Are employees properly instructed as to the hazards of their work and instructed in safe practices by bulletins, printed rules and verbal instructions? 1910.264 (d) (1) (v)		

		YES	NO
7.	Are all open vats or tanks into which workmen could fall properly guarded? 1910.266 (c) (8)		
8.	Are electrical repairs made only by authorized and qualified personnel? 1910.265 (c) (12) (ii)		

ELECTRICAL

1.	Are electrical splices made using suitable splicing devices or by brazing, welding or soldering with a fusible metal alloy, and covered with an insulation equivalent to that of the conductor? 1910.303 (c)		
2.	Is each disconnecting means for motors and appliances, each service, feeder and branch circuit legibly marked to identify its purpose? 1910.303 (f)		
3.	Are exposed live electrical parts operating at 50 volts or more guarded against accidental contact by approved cabinets or enclosures, by location, or by limiting access to qualified persons? 1910.303 (g) (2) (i)		
4.	Are rooms or enclosures containing exposed live parts or conductors operating at over 600 volts, nominal, kept locked or under the observation of a qualified person at all times? 1910.303 (h) (2)		
5.	Are ground fault circuit interrupters or an assured equipment grounding conductor program as specified by 1910.304 (b) (1) (i) and (ii) used to protect employees on construction sites? 1910.304 (b) (1) (i) & (ii)		
6.	Are overcurrent devices readily accessible, not exposed to physical damage and not located in the vicinity of easily ignitable material? 1910.304 (e) (1) (iv)		
7.	Is the path to ground from circuits, equipment, and enclosures permanent and continuous? 1910.304 (f) (4)		
8.	Are exposed metal parts of cord- and plug-connected refrigerators, freezers, and air conditioners which may become energized grounded? 1910.304 (f) (5) (v) (c) (1)		

		YES	NO
9.	Are exposed metal parts of cord- and plug-connected hand-held motor-operated tools, other than double insulated tools, grounded? 1910.304 (f) (5) (v) (c) (3)		
10.	Are all pull boxes, junction boxes, and fittings provided with covers approved for the purpose? 1910.305 (b) (2)		
11.	Is flexible electrical cord and cable used as a substitute for the fixed wiring of a structure prohibited? 1910.305 (g) (1) (iii) (a)		
12.	Is the electrical wiring and equipment that is located in hazardous (classified) locations intrinsically safe, approved for the hazardous location, or safe for the hazardous location? 1910.307 (b) (1), (2) & (3)		

HAZARD COMMUNICATION

	Yes	No
1. Is there a written hazard communication program available at the workplace? 1910.1200 (e)(1) - (e)(3)		
2. Are all containers properly labeled? 1910.1200 (f)(1) - (f)(9)		
3. Are material safety data sheets current, accurate and available on all hazardous materials at the workplace? 1910.1200 (g)(1) - (g)(10)		
4. Are employees informed and trained on hazardous chemicals in their work area at the time of their initial assessment and whenever a new hazard is introduced into their work area? 1910.1200 (h)		

INITIAL HAZARD DETERMINATION

1. Have you monitored/ evaluated work place hazards dealing with lead, asbestos, coke oven emissions, ETO, cotton dust, formaldehyde, and noise exposures? 1910.1025 (d)(2) - lead; 1910.1001 (d)(2) - asbestos; 1910.1029 (e)(1) - coke oven; 1910.1043 (d)(2) - cotton dust; 1910.1048 - formaldehyde; 1910.1047 (d)(2) - ETO		

HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE

1. Is there an emergency response plan for your facility? 1910.120 (q)(1)		
2. If not, are you meeting the requirements for an emergency action plan (1910.38 (a))? 1910.120 (q)(1)		
3. Have you developed an emergency response plan which addresses all of the required elements? 1910.120 (q)(2)(i)-(xii)		
4. Have you developed an incident command system (ICS) for handling emergency response? 1910.120 (q)(3)		
5. Have company personnel been trained for any duties they might perform in the course of an emergency response? 1910.120 (q)(5)		
6. Is refresher training being performed at least annually? 1910.120 (q)(8)		
7. Is medical surveillance and consultation being provided for the designated HAZMAT team in accordance with paragraph 1? 1910.120 (q)(9)		
8. Is suitable chemical protective clothing and equipment being provided for members of the HAZMAT team? 1910.120 (q)(10)		

	Yes	No
8. Do all post-emergency response operations meet the necessary requirements? **1910.120 (q)(11)**		

CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

1. Does employer have a written energy control procedure? **1910.147 (c)(1)**		
2. If an energy isolating device cannot be locked out, is a tagout procedure used? **1910.147 (c)(2)(i)**		
3. Does employer have and utilize procedures for control of hazardous energy with specific requirements for securing machines, placement, transfer, and removal of lockout devices, and testing locked machinery? **1910.147 (c)(4)**		
4. Is lockout hardware provided by employer; and is it durable, standardized, substantial, and identifiable? **1910.147 (c)(5)**		
5. Are all employees trained in lockout tagout program? **1910.147 (c)(7)**		
6. Are periodic reviews to assure compliance with program conducted? **1910.147 (c)(6)**		

OCCUPATIONAL EXPOSURE TO HAZARDOUS CHEMICALS IN LABORATORIES

1. Are employee exposure determinations being performed when necessary and at required intervals? **1910.1450 (d)(1-4)**		
2. Does a written chemical hygiene plan exist which is readily available to employees? **1910.1450 (e)(2)**		
3. Does the chemical hygiene plan include all of the required elements? **1910.1450 (e)(3)(i-viii)**		
4. Are employees being trained and informed 1) at the time of initial assignment, 2) prior to new exposure, and 3) of all other required material outlined in the standard? **1910.1450 (f)**		
5. Are medical consultation and examinations being provided to appropriate employees? **1910.1450 (g)(1-2)**		
6. Are hazard identification requirements being met? **1910.1450 (h)**		
7. Are appropriate respirators being provided at no cost and in accordance with 1910.1347 **1910.1450 (i)**		
8. Are employee exposures, written opinions, and test results being recorded and maintained? **1910.1450 (j)(1-2)**		